LEADERSHIP MANAGEMENT—SEMESTER "B" (3ʳᵈ Edition/2001)

Levels: Grades 10-12

Units of Credit: 1 Semester (.5)

CIP Code: 08.0211

Prerequisites None (Recommended for student leaders)

COURSE DESCRIPTION
Recommended for students who are elected student body or class officers, organization or club presidents/officers, or are considering running for one of these offices. Student leaders have great ambitions and enthusiasm for the school and student body—but this, alone, does not create success. This class teaches how to be an "effective" leader. Picking-up where Semester "A" leaves off, concepts of effective communication, team-building, dealing with stress, disciplining techniques, and much more are discussed. Classmates are involved in school organizations, and projects focus on fulfilling needs within students' organization or the school. *Students may be eligible to receive three (3) credits of concurrent enrollment at a local college if completes both Semester A and B courses.*

STANDARD
08.0211-04   Students will understand how to cope with organizational dynamics.

OBJECTIVES
08.0211-0401   Understand the methods of effective communication. (Ch 11)
   ● Define communication; formal and informal.
   ● List barriers of effective communication.
   ● Describe techniques for overcoming communication barriers.
   ● Define active listening.
   ● List behaviors for providing effective feedback.

08.0211-0402   Understand the supervision of groups and work teams. (Ch 12)

   ● Contrast a group with a team.
   ● Define norms.
   ● Define an emergent leader.
   ● Identify three categories of teams.
   ● List characteristics of real teams.
   ● List actions that can improve team performance.

08.0211-0403   Understand politics, negotiations, conflict and discipline techniques. (Ch 13 & 15)
- Define conflict.
- Identify sources of conflict.
- Explain five basic techniques for resolving conflict.
- Define politicking.
- Contrast distributive and integrative bargaining.
    - Identify common types of discipline problems. (Ch 15)
    - List steps in progressive discipline. (Ch 15)
    - Explain the "hot stove" rule. (Ch 15)

08.0211-0404   Understand how to deal with change and stress. (Ch 14)
- Explain why people resist change.
- Identify ways to reduce resistance to change.
- Discuss steps to change negative attitudes.

STANDARD
08.0211-05   Students will understand the importance of effective planning, decision-making, and control functions in an organization.

OBJECTIVES
08.0211-0501   Understand how to ensure a safe and healthy work environment. (Ch 4 & 14)
- Know the role of the Occupational Safety and Health Act (OSHA)—(Ch 4/pg 113)
- Explain organizational and personal factors that cause work-related stress. (Ch 14)
- Identify symptoms of stress. (Ch 14)
- Describe how stress can be reduced. (Ch 14)
- Define a wellness program. (Ch 14)

08.0211-0502   Understand how to organize an effective organization. (Ch 6)
- Define organizing and empowerment.
- Describe work specialization.
- Contrast line and staff authority.
- Identify values of job descriptions.
- List the steps of delegation.

08.0211-0503   Understand how to acquire the right people. (Ch 7)

- Discuss HR-related laws and how they influence human resource decisions, including; Civil Rights Act, American with Disabilities Act, and the Family and Medical Leave Act.
- Discuss affirmative action.
- Define sexual harassment, including actions that constitute a valid complaint.
- Understand types of selection devices and when to use them, including written tests, performance-simulation tests, and interviews.

08.0211-0504   Understand the leaders role in labor relations. (Ch 16)
- Describe steps for handling a grievance.
- Discuss the effects of the National Labor Relations Act of 1935 (Wagner Act) on labor relations.
- Discuss the effects of the Labor Management Relations Act of 1947 (Taft-Hartley Act) on labor relations.

08.0211-0505   Understand personal and career development (Postscript)
- Define networking.

LEADERSHIP MANAGEMENT—SEMESTER "B"

PERFORMANCE OBJECTIVES

PERFORMANCES TIED TO CHAPTER ASSIGNMENTS

8. _____ (08.0211-0402)   Create a temporary team to solve a school problem. *(Chapter 12, Supervision Today)*

9. _____ (08.0211-0501)   Participate in a stress-relieving activity. *(Chapter 14, Supervision Today)*.

10. _____ (08.0211-0403)   Write a formal written warning for use in affiliated organization. *(Chapter 15, Supervision Today)*.

11. _____ (08.0211-0503)   Create a device to train, develop, or orient new officers—or—create a device to recruit new members. *(Chapter 7, Supervision Today)*.

ADDITIONAL PERFORMANCES

12. _____ (08.0211-0402)   Continually utilize a time management system—planner, palm pilot, calendar, etc—to effectively improve individual and team performance. *(Time Management—Supplemental materials)*.

(The following two performance objectives are not required if student completed during "Leadership Management A")

6B. _____ (08.0211-0401)   Demonstrate effective communication through professional

presentation skills. *(Chapter 11, <u>Supervision Today</u>)*.

7B. _____ (08.0211.0401)   Demonstrate the ability to use technology to enhance communication by utilizing presentation software (i.e., Microsoft PowerPoint) during a formal presentation *(Chapter 11, <u>Supervision Today</u>)*.

TEXT REFERENCES

Supervision Today!, 3rd Edition, Stephen P. Robbins and David A. DeCenzo, Prentice-Hall, New Jersey, 2001 (pp.549). **Call to order: 1-800-922-0579**

Textbook	ISBN: 0-13-025441-x ($45)
Test Bank (Windows format)	ISBN: 0-13-040903-0 (N/C)
Instructor Manual/Test Item File/PowerPoint slides	ISBN: 0-13-062133-1 (N/C)

Additional Resources

Time Management—Supplemental Material *(Notes taken from speakers on time management theories)*

7 Habits of Highly Effective People, Stephen R. Covey or *7 Habits of Highly Effective Teens,* Sean Covey (Time Management)

Remember the Titans video (Semester "A" —Effective Leadership—Chapter 10)

Hoosiers video (Semester "A" —Motivation—Chapter 9)

12 Angry Men video (Semester "B" —Conflict Resolution—Chapter 13)